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Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

13 October 20, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

October 20, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding three (3) new classifications, by changing the title of one (1) non-represented classification, by deleting one (1) classification, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add three (3) new classifications; change the title of one (1) non-represented class; and reclassify 75 positions to implement results of classification studies in the departments of Agricultural Commissioner/Weights and Measures, Auditor-Controller, Beaches and Harbors, Children and Family Services, Community and Senior Services, Consumer and Business Affairs, Health Services, Internal Services, Mental Health, Parks and Recreation, Public Defender, Public Health, Public Library, Public Social Services, Public Works, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Classifications

We are proposing three (3) new non-represented classifications for addition to the Classification Plan that are restricted to the Department of Public Health, specifically Health Program Manager I, II, and III (Attachment A). Positions allocated to these classifications will perform highly-responsible management duties in the oversight of the department's directly-operated and contracted programs and services. These classes are being established as part of a broader department-wide reorganization that will clarify and strengthen program and reporting structures as well as accountability.

Title Change

We are recommending a title change to the current department-specific classification of Assistant Division Chief, Facilities and Property Maintenance, Beaches and Harbors (Attachment A). This position is responsible for managing the Operational Services Division and the proposed new title, Assistant Division Chief, Beaches and Harbors, more accurately reflects the duties and responsibilities assigned.

Deleted Classification

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) vacant represented classification (Attachment A). The represented class has been approved for deletion by the Employee Relations Commission (ERCOM) and the affected department has been informed of and has consented to the deletion. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Countywide Head Departmental Personnel Technician Study

We are recommending the reclassification of two (2) positions in the departments of Children and Family Services and Sheriff (Attachment B). These actions will further implement the Countywide Head Departmental Personnel Technician Classification Study to provide clarity for this core departmental Human Resources function. The goal of this study is to establish salary equity among departments of comparable size, budget, and complexity, eliminate redundant classifications, and facilitate the recruitment and retention of supervisors in the field of personnel.

Reclassifications

There are 73 positions in 16 departments being recommended for reclassification (Attachment C).

The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual savings resulting from the reclassifications and salary changes recommended is estimated to total \$3,024 (all funds). Net County cost is estimated to be \$100,468. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

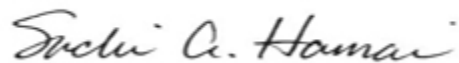
Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors

10/20/2015

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:RM:SJM

AE:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Office
Affected Departments

ATTACHMENT A**CLASSIFICATIONS RECOMMENDED FOR
ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/Megaflex	4541	Health Program Manager I	N23	S11
Savings/Megaflex	4542	Health Program Manager II	N23	S12
Savings/Megaflex	4543	Health Program Manager III	N23	S14

**NON-REPRESENTED CLASSIFICATION
RECOMMENDED FOR TITLE CHANGE**

Item No.	Current Title	Recommended New Title
8901	Assistant Division Chief, Facilities and Property Maintenance, Beaches and Harbors	Assistant Division Chief, Beaches and Harbors

**REPRESENTED CLASSIFICATION
RECOMMENDED FOR DELETION**

Item No.	Title
2712	Deputy Sheriff IV

COUNTYWIDE HEAD DEPARTMENTAL
PERSONNEL TECHNICIAN STUDY

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Children and Family Services	1	Head Departmental Personnel Technician Item No. 1850A NM 96F Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented
Sheriff - Administration	1	Head Departmental Personnel Technician Item No. 1850A NM 96F Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS**AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Statistical Clerk Item No. 1353A NMV 70H Represented	1	Accounting Technician II Item No. 0643A NM 74H Represented

The subject position reports to an Accountant III and is located in the Accounts Receivable Revenue Unit of the Budget and Fiscal Division, where it is responsible for performing accounting clerical work in the maintenance of accounting records within a comprehensive established framework of procedures. Duties include preparing and submitting all invoices for services; preparing various documents in eCAPS; maintaining Accounts Receivable files with original invoices; mailing delinquent invoice reminders; processing collection referrals to the Treasurer and Tax Collector (TTC); processing all credit memos to TTC for referral payments and adjustments; processing inventory and research orders on the County's vendors' website; and preparing departmental services and supply forms.

Although the position does not supervise subordinate staff, it does perform the more complex paraprofessional accounting work in preparing, processing, reconciling and maintaining fiscal records that require a substantive knowledge of County and general accounting procedures. Therefore, we recommend upward classification to Accounting Technician II.

AUDITOR-CONTROLLER

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Intermediate Accountant-Auditor Item No. 0677A NM 91L Non-Represented	2	Program Specialist I, Auditor- Controller Item No. 0712A NM 94K Non-Represented

The subject positions are located in the Office of County Investigations and conduct a full range of routine administrative and criminal investigations of County employees, contractors, and vendors, and assist higher-level investigators in completing the more complex investigations. Duties include conducting witness and subject interviews; preparing the investigation final report; analyzing and evaluating the applicability of laws, ordinances, regulations, and government codes; and assisting the District Attorney in filing criminal charges.

The duties and responsibilities meet the classification standards for Program Specialist I, Auditor-Controller, a class which conducts management, performance, financial, and compliance audits, as well as conducting special studies and investigations of County departments. Therefore, we recommend upward reclassification of these positions to Program Specialist I, Auditor-Controller.

BEACHES AND HARBORS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented

The subject position is being recommended for reclassification in conjunction with a departmental reorganization. Currently, it is located in the Executive Office and is being recommended for permanent transfer to the newly established Management Services Unit. The primary work will be researching and analyzing departmental performance; evaluating new programs and initiatives through feasibility studies and research analysis; reviewing areas identified for operational improvement; conducting annual fee studies; and handling special projects.

The scope of the duties and responsibilities assigned to this position meets the definition of Administrative Services Manager I, a class which is responsible for independently performing a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact departmental programs and administrative operations. Therefore, we recommend downward reclassification to Administrative Services Manager I.

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Children Services Administrator III Item No. 9088A NM 108D Non-Represented	1	Administrative Services Manager III Item No. 1004A NM 108D Non-Represented
1	Secretary III Item No. 2096A NMV 73K Represented	1	Senior Secretary III Item No. 2102A NM 82A Non-Represented

The subject Children Services Administrator III position reports to the Departmental Human Resources Manager III and is assigned to direct two (2) sections within the Human Resources Division, Bureau of Finance and Administration: the Health and Safety Management Section and the Classification and Compensation Section. The subject position supervises the work, through subordinate managers and staff, by managing workers' compensation leaves of absence, return-to-work, employee wellness, classification, and compensation matters. The duties and responsibilities meet the classification standards of Administrative Services Manager III, a class responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Therefore, we recommend lateral reclassification to Administrative Services Manager III.

The subject Secretary III position reports to the Departmental Chief Information Officer I (DCIO I) who serves as the Division Chief of the Business Information Systems Division. The DCIO I oversees five (5) sections: Project Management; Business Intelligence and Report Management; Application Development and Database Administration; Information Security; and Administrative Support. Secretarial allocations throughout the County are based primarily upon the level of manager served as well as the department's size. Positions allocable to the Senior Secretary III classification typically provide secretarial assistance to the head of a major division in a large and complex County department. Therefore, we recommend upward reclassification to Senior Secretary III.

COMMUNITY AND SENIOR SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Human Services Administrator I Item No. 8021N NM 95E Non-Represented	1	Geographic Information Systems Analyst Item No. 4413N 96E Non-Represented

The subject position reports to a Human Services Administrator II and is located within the Research and Statistics Division, where it utilizes Geographic Information Systems (GIS) to provide the department with maps, data, and reports. It is responsible for strategically and geographically documenting communities in support of Workforce and Community Programs. Duties include producing maps and reports; performing complex analysis and project planning; tracking contractor performance; and analyzing legislation changes.

The duties and responsibilities meet the classification standards for Geographic Information Systems Analyst, a class which is responsible for carrying out a wide range of difficult and responsible assignments in maintaining the accuracy and quality of GIS database information, developing cartographic products, and data analysis and visualization to support a wide variety of County or departmental functions, processes and analytical requirements. Therefore, we recommend upward reclassification to Geographic Information Systems Analyst.

CONSUMER AND BUSINESS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Accounting Technician II Item No. 0643A NM 74H Represented	1	Accountant II Item No. 0647A NM 81F Represented

The subject position reports to an Administrative Services Manager II and is assigned to the Administrative Services Division. It is responsible for independently performing professional-level accounting work by preparing, analyzing, reviewing, maintaining, reconciling and controlling billing, financial records and fiscal expenditures. Due to the implementation of new programs and funding sources, the complexity of the department's accounting procedures have increased. The assigned duties and responsibilities are consistent with the allocation criteria for Accountant II, a class which performs a full range of journey-level professional accounting work. Therefore, we recommend upward reclassification to Accountant II.

HEALTH SERVICES - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Clerk Item No. 1179A NMV 77D Represented	1	Senior Clerk Item No. 1140A NMV 68G Represented
1	Information Technology Specialist I Item No. 2569A NM 111K Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented

The subject Head Clerk position reports to an Information Systems Specialist and is assigned to the Planning and Administration Division. It is responsible for assisting in Information Technology projects' development, testing, modification and validation. The duties identified are primarily clerical in scope and nature and do not meet the allocation criteria for Information Systems Analyst Aid, a class distinguished by assistance in the performance of systems analysis and design. In contrast, the duties are more consistent with the classification standards of Senior Clerk, a class which performs highly specialized clerical duties. Therefore, we recommend downward reclassification to Senior Clerk.

The subject Information Technology Specialist I position reports to an Information Technology Manager III and is responsible for directing the operations of the Enterprise Project Management Office and its personnel. It will primarily direct project management life cycle for all enterprise projects of the department as well as the management of necessary project and facility staff to identify schedules, project deliverables, milestones, required tasks and constraints. The scope of duties and responsibilities meet the allocation criteria for Information Technology Manager I, a class that directs the activities of a major information systems section. Therefore, we recommend upward reclassification to Information Technology Manager I.

HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Warehouse Worker II Item No. 2332A NM 73J Represented	1	Transportation and Services Supervisor Item No. 6038A NM 79B Represented
2	Refuse Truck Driver Item No. 6052A N3M 73J Represented	2	Heavy Truck Driver Item No. 6051A N3M 73L Represented

The subject Warehouse Worker II position is primarily responsible for overseeing transportation services at LAC+USC HealthCare Network, including responsibility for 117 trucks, vehicles and equipment assigned to various areas within the Network; supervision of truck drivers in the pick-up and delivery of hospital equipment, supplies, and materials; and arranging for the inspection, repair and assignment of mobile home clinics, decontamination and disaster trailers, trucks, automobiles, and vans. Supervisory responsibilities include evaluating staff performance, preparing driver assignments, and reviewing compliance with safety and on-the-road requirements and standards. The scope of supervisory duties and responsibilities are more consistent with the Transportation and Services Supervisor, a class that has immediate responsibility for transportation services in a County department involving supervision of a fleet of trucks. Therefore, we recommend upward reclassification to Transportation and Services Supervisor.

The subject Refuse Truck Driver positions are responsible for driving single unit trucks weighing over 26,001 pounds to transport and deliver materials, supplies, and equipment to and from the Network. Deliveries include laundry, food, environmental supplies, salvage equipment, pharmacy supplies, and other heavy equipment. The duties and responsibilities meet the allocation criteria for Heavy Truck Driver, a class that drives single unit trucks with a Gross Vehicle Weight Rating of 26,001 pounds or more to pick up, transport, and deliver material, supplies, and equipment between County facilities and other locations. Therefore, we recommend upward reclassification of these positions to Heavy Truck Driver.

HEALTH SERVICES – METROCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Transportation Services Supervisor I Item No. 5976A NM 77G Represented	1	Transportation and Services Supervisor Item No. 6038A NM 79B Represented
1	Heavy Truck Driver Item No. 6051A N3M 73L Represented	1	County Messenger Driver Item No. 6026A NM 64B Represented

The subject Transportation Services Supervisor I position is primarily responsible for overseeing transportation services at MetroCare Network, including responsibility for a fleet of 63 trucks, vehicles, buses, and equipment assigned to various areas within the Network, and supervision of drivers in the pick-up and delivery of hospital equipment, supplies, materials, and County mail. Responsibilities include planning and establishing delivery schedules, dispatching fleet vehicles and equipment, and coordinating repairs and equipment replacement. Supervisory responsibilities include evaluating staff performance, preparing driver assignments, and reviewing compliance with safety and on-the-road requirements and standards. The duties and responsibilities meet the scope and level of Transportation and Services Supervisor, a class which has immediate responsibility for transportation services in a County department involving supervision of a fleet of trucks. Therefore, we recommend upward reclassification to Transportation and Services Supervisor.

The subject Heavy Truck Driver position is primarily responsible for driving vans and light duty trucks for picking-up and delivering County mail to and from Harbor-UCLA Medical Center and other facilities within the Network. The responsibilities are consistent with the allocation criteria for County Messenger Driver, a class responsible for operating a County-owned vehicle to pick-up and deliver County mail. Therefore, we recommend downward reclassification to County Messenger Driver.

INTERNAL SERVICES DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888A NM 84A Represented	1	Management Analyst Item No. 1848A NM 88F Non-Represented
7	Deputy Compliance Officer Item No. 1681A NM 101B Non-Represented	7	Equal Employment Opportunity Compliance Investigator Item No. 1677A NM 87F Non-Represented
1	Senior Deputy Compliance Officer Item No. 1682A NM 105G Non-Represented	1	Section Manager, Administration, ISD Item No. 1093A NM 106A Non-Represented

The subject Administrative Assistant II position is located in the Risk Management Unit and functions as the FMLA Coordinator to ensure compliance with leave policy. It is responsible for performing a full range of routine to complex analysis as well as interpreting workers' compensation laws and employee leave regulations. Duties include analyzing, monitoring and updating employee leave information in the Absence Management System; researching and analyzing leave policy guidelines; developing and conducting departmental training for management and staff regarding employee leave eligibility and compliance with applicable laws. The duties and responsibilities are consistent with the allocation standards for Management Analyst, a class which performs a variety of analytical, technical, and/or confidential and sensitive assignments in the area of human resources. Therefore, we recommend upward reclassification to Management Analyst.

The subject Deputy Compliance Officer positions are located in the Countywide Contract Compliance Unit and have responsibility for reviewing and monitoring Equal Employment Opportunity (EEO) compliance of countywide construction contracts. The duties include monitoring and tracking EEO and Living Wage Ordinance compliance of County construction contracts; conducting site visits to ensure compliance with EEO rules; making recommendations to resolve contractor compliance violations; monitoring and logging discrimination complaints; and preparing an annual Living Wage Report. The duties and responsibilities are consistent with Equal Employment Opportunity Compliance Investigator, a class which assists in monitoring compliance with the County's diversity, equal opportunity, and civil rights programs. Therefore, we recommend downward reclassification of these positions to Equal Employment Opportunity Compliance Investigator.

INTERNAL SERVICES DEPARTMENT (continued)

The subject Senior Deputy Compliance Officer position is located in the Countywide Contract Compliance Unit, where it manages and directs the activities in the section. The Unit is responsible for ensuring contracts awarded and administered by the County of Los Angeles are in compliance with the Equal Employment Opportunity Program. Duties include overseeing the work of staff; implementing policies and procedures for the section; monitoring staff performance, and ensuring policies and practices within the section are followed; reviewing recommendations provided by staff to resolve issues; and managing and evaluating compliance of the County department's Living Wage Ordinance Program in accordance with County regulations and standards. The supervisory duties and responsibilities meet the classification standards for Section Manager, Administration, ISD, a class which responsible for managing an administration section in the Internal Services Department. Therefore, we recommend upward reclassification to Section Manager, Administration, ISD.

MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMV 65A Represented	1	Senior Typist-Clerk Item No. 2216A NMV 69F Represented

The subject position is assigned to the Public Information Office, where it is responsible for assisting with preparation of departmental communication and information dissemination efforts. Duties include assisting staff with developing and preparing various marketing and media materials, news articles and press releases; uploading information to the department website; distributing information via email and in person; researching and costing out media equipment and promotional materials; and tracking the program materials budget. The subject position performs skilled typing work and highly specialized clerical duties, which meet the allocation standards for the Senior Typist-Clerk class. Therefore, we recommend upward reclassification to Senior Typist-Clerk.

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Equipment Maintenance Worker Item No. 6610A N2 77K Represented	1	Grounds Maintenance Worker II Item No. 0354A NM 69F Represented
1	Recreation Services Supervisor Item No. 8798A NM 77H Represented	1	Senior Arboretum Gardener Item No. 0284A NM 75D Represented

The subject Equipment Maintenance Worker position reports to a Grounds Maintenance Supervisor and is located at the South Coast Botanic Garden within the Regional Facilities Agency. It is primarily responsible for monitoring and maintaining irrigation systems and power equipment for grounds and gardening staff as well as completing grounds maintenance tasks. Duties include leading and training lower-level staff, operating power equipment, and performing equipment maintenance and inventory. The duties and responsibilities meet the allocation criteria for Grounds Maintenance Worker II, a class which is responsible for leading and participating in the work of one (1) to three (3) grounds maintenance workers and independently performing a full range of grounds maintenance tasks. Therefore, we recommend downward reclassification to Grounds Maintenance Worker II.

The subject Recreation Services Supervisor position reports to the Supervisor, South Coast Botanic Garden and is located at the South Coast Botanic Garden within the Regional Facilities Agency, where it oversees the work of one (1) Assistant Arboretum Gardener, two (2) Arboretum Gardeners, and over 100 volunteer gardeners. Duties include operating gardening tools and power equipment; utilizing appropriate garden and irrigation design methods; performing plant horticultural techniques; conducting pest management; providing plant lists for design; procuring plant materials and gardening supplies; maintaining specialty horticultural collections; and designing landscapes and garden displays. The supervisory duties and responsibilities meet the definition for Senior Arboretum Gardener, a class which supervises and provides specialized gardening, grounds maintenance, and development work. Therefore, we recommend downward reclassification to Senior Arboretum Gardener.

PUBLIC DEFENDER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented

The subject position is being recommended for a reclassification in conjunction with a permanent position transfer to the Facilities Unit, Management Services Division, where it will oversee the work of one (1) Warehouse Worker I position assigned to the Facilities Unit, one (1) Procurement Assistant II and one (1) Warehouse Worker II. It will serve as the facilities manager and report to the Administrative Deputy. The primary responsibility will be to oversee the proper maintenance, repair, and general upkeep of the department's 34 facilities. Duties include identifying and developing solutions to the various facilities issues; coordinating with staff, appropriate service providers, vendors, and contractors; serving as liaison to other County departments and local agencies; analyzing, developing, and executing projects aimed at providing improved work environments for the staff and clients of the department; compiling information for the Quarterly Facilities Report submitted to the Chief Executive Office and the Internal Services Department; and working with executive managers in coordinating office moves and relocations.

The scope of the duties and responsibilities assigned to this position meets the definition of Administrative Services Manager I, a class which is responsible for independently performing a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact departmental programs and administrative operations. Therefore, we recommend downward reclassification to Administrative Services Manager I.

PUBLIC HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Deputy III (UC) Item No. 1059A N23 R15 Non-Represented	1	Deputy Director, Public Health (UC) Item No. 4549A N23 R16 Non-Represented
1	Chief Physician III Item No. 5459A N42 E9 Non-Represented	1	Medical Director, Public Health Programs (UC) Item No. 4577A N42 E26 Non-Represented
1	Intermediate Clerk Item No. 1138A NMV 64B Represented	23	Patient Resources Worker Item No. 9192A N3M 67A Represented
1	Intermediate Stenographer Item No. 2172A N2M 69F Represented		
21	Intermediate Typist Clerk Item No. 2214A NMV 65A Represented		
1	Senior Secretary III Item No. 2102N NM 82A Non-Represented	1	Senior Management Secretary III Item No. 2116N NM 90A Non-Represented

The subject Administrative Deputy III position reports to the Chief Deputy Director of Public Health and manages the department's Operations Support Bureau, which is comprised of its Administrative Services, Compliance Management, Contracts and Grants, Finance, Human Resources, Information Systems, Organizational Development and Training, and Vital Records functions. The position directs, through subordinate managers, the planning, implementation, coordination, and evaluation of the operations and services of the Bureau. The duties are consistent with the classification standards of Deputy Director, Public Health (UC). Positions allocable to this class serve as the director of a comprehensive public health bureau and have independent responsibility for directing varied and complex bureau programs including those with direct and contracted services. Therefore, we recommend the upward reclassification to Deputy Director, Public Health (UC).

PUBLIC HEALTH (continued)

The subject Chief Physician III position reports to the Director of Public Health and oversees three (3) major program areas of the Disease Control Bureau: Communicable Disease Control & Prevention; Community Health Services; and Division of HIV & STD Programs. It serves as the chief medical advisor for the department and is responsible for directing, through subordinate program managers, the planning, implementation, administration, and evaluation of Bureau operations and services including formulation of plans, policies, and objectives. The complexity and scope of responsibilities meet the allocation standards of Medical Director, Public Health Programs (UC), a class defined by directing the overall medical responsibilities of the Department of Public Health. Therefore we recommended upward reclassification to Medical Director, Public Health Programs (UC).

The subject clerical positions report to clerical supervisors and are assigned to the Health Center Business Office Unit located in Service Planning Area's 1, 2, 3, 4, 6, 7 and 8. The duties include interviewing patients to determine reason for visit and payment method; distributing and explaining registration forms; obtaining information to verify existing insurance coverage and/or eligibility for public or private benefit program; and completing billing forms. The aforementioned duties are more consistent with those typically performed by the Patient Resources Worker classification. By definition, this class identifies patients' financial resources to pay for medical and/or mental health care and services; and assists patients in making assignments for medical benefits, and completes standardized billing forms based upon data acquired. Therefore, we recommend upward and downward reclassifications to Patient Resources Worker, respectively.

The subject Senior Secretary III position is assigned to the Disease Control Bureau. It provides secretarial support to the Chief Physician III which is concurrently reclassified upward to Medical Director, Public Health Programs (UC) and is commensurate to the level of chief deputy. Secretarial allocations within the County are based primarily upon the level of manager served and the overall scope of responsibility. This position meets the allocation criteria for Senior Management Secretary III, a class which provides secretarial support to management positions responsible for directing the administrative operations of a large and complex County department. Therefore, we recommend upward reclassification to Senior Management Secretary III.

PUBLIC LIBRARY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Librarian II Item No. 8335A NM 88HD Represented	1	Librarian III Item No. 8336A NM 90H Represented
2	Librarian III Item No. 8336A NM 90H Represented	2	Librarian IV Item No. 8337A NM 92H Represented

The subject Librarian positions are assigned to the Bell Gardens, A.C. Bilbrew and Sorenson Libraries. According to the annual Library Grouping System (LGS) Report, the referenced Libraries were upgraded due to increased ranking totals for the past three (3) consecutive years. The LGS Report measures operational factors and trends over previous years to recognize substantial changes related to statistical data based on circulation information/reference, gate count, square footage, and staffing for each facility.

Based on vital statistics from the LGS Report, the changes to the duties and scope of responsibility assigned to the Librarian classifications are consistent with the overall services and programs of the department. Therefore, we are recommending upward reclassifications of the above referenced Librarian positions, respectively.

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Human Services Administrator III Item No. 8023A NM 108D Non-Represented	2	Administrative Services Manager III Item No. 1004A NM 108D Non-Represented
1	Information Systems Analyst I Item No. 2590N NM 91H Represented	1	Information Systems Analyst II Item No. 2591N NM 94D Represented
1	Senior Information Systems Support Analyst Item No. 2536A NM 99G Non-Represented	1	Senior Information Systems Analyst Item No. 2593A NM 101G Non-Represented
1	Toy Loan Coordinator Item No. 8133A NM 74H Represented	1	Volunteer Programs Coordinator II Item No. 2683A NM 79B Non-Represented
1	Assistant Toy Loan Coordinator Item No. 8132A NM 66K Represented	1	Volunteer Programs Coordinator I Item No. 2681A NM 72B Non-Represented

The subject Human Services Administrator III positions are assigned to the Human Resources Division, where they are responsible for directing the activities of a human resources unit, through subordinate supervisors. Specific human resources duties include hiring, personnel processing, payroll, employee investigations, employee relations, and the development and implementation of human resources policies and procedures. The duties and responsibilities are consistent with the class concept for Administrative Services Manager III, a class which incumbents are responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Therefore, we recommend lateral reclassification of these positions to Administrative Services Manager III.

PUBLIC SOCIAL SERVICES (continued)

The subject Information Systems Analyst I position reports to a Principal Information Systems Analyst and is assigned to the Information Technology (IT) Procurement Unit, Eligibility Systems Division, Contract and Technical Services Bureau. It is responsible for analyzing business and technical requirements in relation to the procurement of IT hardware, software and IT professional services. Duties include analyzing and defining end user requirements to ensure systems and upgrades meet the department's current and future business needs. Other duties include analyzing IT procurement requests from other departmental IT sections and managers; identifying products that meet departmental needs and satisfy the County's IT policies; preparing detailed project plans with procurement recommendations for management review; and collaborating with the County's purchasing agent and vendors to procure IT products and services. The duties and responsibilities meet the classification standards for an Information Systems Analyst II, a journey-level class which provides a full-range of information systems analysis and design and are assigned to moderately complex systems. They analyze, design, test and implement programs for a complete system or a component or module of a large complex system. Therefore, we recommend upward reclassification to an Information Systems Analyst II.

The subject Senior Information Systems Support Analyst position reports to a Principal Information Systems Analyst and is assigned to the Interfaces/eGov Unit, which is responsible for mobile and web-based interfaces. The subject position leads a team of 10 information systems analysts responsible for analyzing, documenting and resolving complex systems problems in a 24/7 environment. Duties include supporting the rollout and ongoing maintenance of the LEADER Replacement System (LRS) and the attendant help desk support functions; coordinating security assignment issues for end users; and troubleshooting and resolving system errors. It is critical that end users are able to access their Electronic Benefit Transfer balances before making purchases at any time. The scope of the responsibilities assigned to the subject position meets the allocation criteria for a Senior Information Systems Analyst, a class which may lead a project team or provide expertise in information systems analysis, including definition of user requirements, feasibility studies, design, program specifications, testing, and implementation. Therefore, we recommend upward reclassification to a Senior Information Systems Analyst.

PUBLIC SOCIAL SERVICES (continued)

The subject Toy Loan Coordinator and Assistant Toy Loan Coordinator positions report to an Administrative Services Manager II and are assigned to the Volunteer Services/Toy Loan Section within the Bureau of Administrative Services. The subject positions are responsible for monitoring the day-to-day operations of the Toy Loan Program and evaluating over 50 volunteer-operated Toy Loan Centers to ensure targeted populations are effectively served. The subject Toy Loan Coordinator position is responsible for overseeing the solicitation of money and toy donations; organizing fundraising efforts, community and media outreach; coordinating the maintenance and disbursement of warehouse inventory; and ensuring program compliance with DPSS, Auditor-Controller and County policies and guidelines. The subject Assistant Toy Loan Coordinator position supports the Toy Loan Coordinator by assisting with oversight of the Toy Loan Program and the aforementioned duties. The duties and responsibilities are consistent with the Volunteer Programs Coordinator II and Volunteer Programs Coordinator I classes, which are defined by coordinating a volunteer services program and assisting a higher level volunteer director. Therefore, we recommend upward reclassification of these positions to Volunteer Programs Coordinator II and Volunteer Programs Coordinator I, respectively.

PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
7	Building Permit Technician I Item No. 4161A 77A Represented	7	Senior Clerk Item No. 1140A NMV 68G Represented
1	Senior Construction Inspector Item No. 4197A 96G Represented	1	Contract Program Monitor Item No. 4229A NM 91H Non-Represented

The subject Building Permit Technician positions are assigned to the Land Development Division. Their primary responsibility is issuing routine permits to the public for encroachment, excavation, transportation, and construction. Duties include assisting with public inquiries by telephone and in-person; reviewing and processing applications for permits, calculating and collecting fees; issuing receipts; and maintaining office files and records. The scope of duties and responsibilities are more consistent with the allocation criteria for Senior Clerk, a class which performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function. Therefore, we recommend downward reclassification of these positions to Senior Clerk.

PUBLIC WORKS (continued)

The subject Senior Construction Inspector position is assigned to the Construction Division, where it serves as liaison for the Labor Compliance Program and is primarily responsible for conducting thorough reviews of Certified Payroll Records that detail hours worked and wages earned for each employee hired by contractors. Duties include conducting investigations and resolving disputes by interviewing employees and performing audits of payroll records; ensuring compliance of departmental policies and procedures; utilizing an electronic Request for Proposal Evaluation to score bidding contractors and provide comments regarding qualifications, work plan, staffing and resources; preparing training manuals; and conducting training sessions related to labor law requirements and enforcement. The duties and responsibilities are most consistent with the Contract Program Monitor, a class defined by monitoring, auditing and evaluating a private agency's performance in providing the appropriate kind and level of service specified in the contract agreement. Therefore, we recommend downward reclassification to Contract Program Monitor.

SHERIFF - CUSTODY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Operations Assistant II, Sheriff Item No. 1229A NM 83E Represented	2	Operations Assistant III, Sheriff Item No. 1230A NM 88E Represented
1	Statistical Analyst, Sheriff Item No. 1750A NM 79L Represented		

The above referenced subject positions are assigned to the Population Management Bureau, Analysis Unit, where they assist management in conducting research, analyzing data, and preparing reports specific to programs involving the education and rehabilitation of the inmate population. Duties include researching, auditing, and reviewing data collection methodologies and program evaluation; participating in program planning; analyzing program data to provide recommendations and reports of increasing program effectiveness, identifying needs for development of new programs, and providing responses to inquiries from the Board of Supervisors, governmental, private, and academic agencies; and identifying programmatic needs to develop policies, procedures, and guidelines to ensure compliance with regulations and legal mandates. The duties and responsibilities of the subject positions meet the class concept for Operations Assistant III, Sheriff, a class which is responsible for independently analyzing and making recommendations for the solution of highly-complex problems in the areas of organization, systems and procedures, budget, facilities planning, or personnel. Therefore, we recommend upward reclassification of these positions to Operations Assistant III, Sheriff.

ANALYSIS

This ordinance amends Title 6 - Salaries of the Los Angeles County Code by:

- Adding and establishing the salary for three (3) employee classifications;
- Changing the title of one (1) non-represented classification; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Auditor-Controller, Beaches and Harbors, Children and Family Services, Community and Senior Services, Consumer and Business Affairs, Health Services, Internal Services, Mental Health, Parks and Recreation, Public Defender, Public Health, Public Library, Public Social Services, Public Works, and Sheriff.

MARY C. WICKHAM
Interim County Counsel

By: 

RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:kp

Requested: 09-18-15
Revised: 09-24-15

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>4541</u>	<u>HEALTH PROGRAM MANAGER I</u>	_____ *	<u>N23</u>	<u>S11</u>
<u>4542</u>	<u>HEALTH PROGRAM MANAGER II</u>	_____ *	<u>N23</u>	<u>S12</u>
<u>4543</u>	<u>HEALTH PROGRAM MANAGER III</u>	_____ *	<u>N23</u>	<u>S14</u>

SECTION 2. Section 6.28.050 is hereby amended to change only the title of the following class:

ITEM NO.	TITLE
8901	ASST DIV CHF, FAC&PROP MAINT, B&H <u>ASSISTANT DIVISION CHIEF, B&H</u>

SECTION 3. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1353A	4	SENIOR STATISTICAL CLERK

SECTION 4. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0643A	2 <u>3</u>	ACCOUNTING TECHNICIAN II

SECTION 5. Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0677A	38 <u>36</u>	INTERMEDIATE ACCOUNTANT-AUDITOR
0712A	24 <u>23</u>	PROGRAM SPECIALIST I,AUDITOR-CONT

SECTION 6. Section 6.42.010 (Department of Beaches and Harbors - Beaches)

is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	2	<u>3</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	4	<u>3</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 7. Section 6.42.010 (Department of Beaches and Harbors - Beaches)

is hereby amended to change only the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8901A	1		ASST DIV CHIEF, FAC&PROP MAINT, B&H <u>ASSISTANT DIVISION CHIEF, B&H</u>

SECTION 8. Section 6.53.010 (Department of Children and Family Services) is

hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
4850A	4		HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 9. Section 6.53.010 (Department of Children and Family Services)

is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1003A	24	<u>25</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	42	<u>13</u>	ADMINISTRATIVE SERVICES MANAGER III
9088A	38	<u>37</u>	CHILDREN SERVICES ADMINISTRATOR III
2096A	433	<u>132</u>	SECRETARY III
2102A	35	<u>36</u>	SENIOR SECRETARY III

SECTION 10. Section 6.58.010 (Department of Community and Senior Services)

is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>4413N</u>	<u>1</u>		<u>GEOGRAPHIC INFO SYSTEMS ANALYST</u>

SECTION 11. Section 6.58.010 (Department of Community and Senior Services)

is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8021N	20	<u>19</u>	HUMAN SERVICES ADMINISTRATOR I

SECTION 12. Section 6.60.010 (Department of Consumer and Business Affairs)

is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0643A	4	ACCOUNTING TECHNICIAN II

SECTION 13. Section 6.60.010 (Department of Consumer and Business Affairs)

is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0647A</u>	<u>1</u>	<u>ACCOUNTANT II</u>

SECTION 14. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4059A	4	ADMINISTRATIVE DEPUTY III(UC)
5459A	4	CHIEF PHYSICIAN III

SECTION 15. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4577A</u>	<u>1</u>	<u>MEDICAL DIRECTOR,PUBLIC HEALTH(UC)</u>
<u>9192A</u>	<u>23</u>	<u>PATIENT RESOURCES WORKER</u>
<u>2116N</u>	<u>1</u>	<u>SENIOR MANAGEMENT SECRETARY III</u>

SECTION 16. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4549A	2 <u>3</u>	DEPUTY DIRECTOR,PUBLIC HEALTH(UC)
1138A	9 <u>8</u>	INTERMEDIATE CLERK
2172A	22 <u>21</u>	INTERMEDIATE STENOGRAPHER
2214A	466 <u>145</u>	INTERMEDIATE TYPIST-CLERK
2102N	2 <u>1</u>	SENIOR SECRETARY III

SECTION 17. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1179A	7	<u>6</u>	HEAD CLERK
2565A	2	<u>3</u>	INFORMATION TECHNOLOGY MANAGER I
2569A	48	<u>17</u>	INFORMATION TECHNOLOGY SPECIALIST I
1140A	35	<u>36</u>	SENIOR CLERK

SECTION 18. Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
6051A	4		HEAVY TRUCK DRIVER
5976A	4		TRANSPORTATION SERVICES SUPVR I

SECTION 19. Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>6026A</u>	<u>1</u>		<u>COUNTY MESSENGER DRIVER</u>
<u>6038A</u>	<u>1</u>		<u>TRANSPORTATION & SERVICES SUPVR</u>

SECTION 20. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6052A	2	REFUSE TRUCK DRIVER

SECTION 21. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6051A</u>	<u>2</u>	<u>HEAVY TRUCK DRIVER</u>
<u>6038A</u>	<u>1</u>	<u>TRANSPORATION & SERVICES SUPVR</u>

SECTION 22. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2332A	6 <u>5</u>	WAREHOUSE WORKER II

SECTION 23. Section 6.81.010 (Internal Services Department) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1682A	4	SR DEPUTY COMPLIANCE OFFICER

SECTION 24. Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1677A</u>	<u>7</u>	<u>EQUAL EMPLOYMENT OPPORT COMPL INVR</u>

SECTION 25. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	7 <u>6</u>	ADMINISTRATIVE ASSISTANT II
1681A	8 <u>1</u>	DEPUTY COMPLIANCE OFFICER
1848A	8 <u>9</u>	MANAGEMENT ANALYST
1093A	27 <u>28</u>	SECTION MANAGER,ADMINISTRATION,ISD

SECTION 26. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	404 <u>403</u>	INTERMEDIATE TYPIST-CLERK
2216A	447 <u>118</u>	SENIOR TYPIST-CLERK

SECTION 27. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6610A	40 <u>9</u>	EQUIPMENT MAINTENANCE WORKER
0354A	95 <u>96</u>	GROUNDS MAINTENANCE WORKER II
8798A	74 <u>73</u>	RECREATION SERVICES SUPERVISOR
0284A	2 <u>3</u>	SENIOR ARBORETUM GARDENER

SECTION 28. Section 6.104.010 (Public Defender) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	4 <u>2</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	2 <u>1</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 29. Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8335A	59	<u>58</u>	LIBRARIAN II
8336A	-42	<u>41</u>	LIBRARIAN III
8337A	-46	<u>48</u>	LIBRARY IV

SECTION 30. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8132A	4		ASSISTANT TOY LOAN COORDINATOR
2590N	4		INFORMATION SYSTEMS ANALYST I
2536A	4		SENIOR INFO SYSTEMS SUPPORT ANALYST
8133A	4		TOY LOAN COORDINATOR

SECTION 31. Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>2681A</u>	<u>1</u>		<u>VOLUNTEER PROGRAMS COORDINATOR I</u>
<u>2683A</u>	<u>1</u>		<u>VOLUNTEER PROGRAMS COORDINATOR II</u>

SECTION 32. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1004A	24	<u>23</u>	ADMINISTRATIVE SERVICES MANAGER III
8023A	74	<u>72</u>	HUMAN SERVICES ADMINISTRATOR III
2591N	2	<u>3</u>	INFORMATION SYSTEMS ANALYST II
2593A	36	<u>37</u>	SENIOR INFORMATION SYSTEMS ANALYST

SECTION 33. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
4161A	8	<u>1</u>	BUILDING PERMIT TECHNICIAN I
4229A	5	<u>6</u>	CONTRACT PROGRAM MONITOR
1140A	20	<u>27</u>	SENIOR CLERK
4197A	64	<u>63</u>	SENIOR CONSTRUCTION INSPECTOR

SECTION 34. Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1003A	44	<u>15</u>	ADMINISTRATIVE SERVICES MANAGER II
1850A	3	<u>2</u>	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 35. Section 6.120.012 (Sheriff – Custody) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1229A	36	<u>35</u>	OPERATIONS ASSISTANT II, SHERIFF
1230A	43	<u>15</u>	OPERATIONS ASSISTANT III, SHERIFF
1750A	3	<u>2</u>	STATISTICAL ANALYST, SHERIFF

SECTION 36. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[RECLASSOCT15KPCEO]